PR Field Office Payroll

Created on Tuesday, September 11, 2007

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Introduction

Edison, an Enterprise Resource Planning (ERP) system which is an integrated software package that is used to perform administrative business functions such as **financials** and **accounting**, **payroll**, **benefits** and **personnel administration**. This course will focus on the Payroll component of the system that will provide:

- Increased integration between business functions as compared to current administrative systems

- Improve out-dated business processes

- Eliminate duplicate functionality between department and centralized administrative systems

 - Meet user department needs not currently met by centralized systems

 - Achieve operational efficiency

 - Provide better management information

 - Leverage new technology

The Edison Payroll courses consist of three classes:

PR 400 - Agency Payroll
The Agency Payroll course will cover the role an Agency Payroll Specialist plays in the Payroll process. This course includes a discussion about Enterprise Payroll for North America business processes and the Calculate and Confirm process, as well as, viewing and understanding employee information. The Off-Cycle Check purpose and process, Retroactive transactions, generating reports and queries, and Payroll Self Service transactions will also be covered.

PR 401 - Central Payroll
The Central Payroll course will cover the role a Central Payroll Administrator plays in the Payroll process. This course consists of a Business Overview, the entire Payroll process, Quarterly reporting, generating reports and queries, and extra Payroll processes (i.e. reviewing and adjusting employee balances, final checks, etc.)

PR 410 - Field Office Payroll
The Field Office Payroll course will cover the role a Field Office Payroll Clerk plays in the Payroll Process. This course covers tip transactions and queries associated with tips.

Process Tip Transactions

The Payroll process includes pulling all components of an employee's pay including tips transactions. Tip allocation is required when the amount of tips reported by tipped employees for a pay period is less than a specified percentage of the establishment's gross receipts for that period. The amount that you allocate is the difference between the total reported tips and the specified percent of your establishment's gross receipts.

This lesson will cover the role the Field Office plays in that process.

Enter Gross Receipts

Field Payroll Clerks will enter employee tip allocation data to specify the gross receipts to which an employee's tips apply in each tip establishment.

Key Notes:

• The tip allocation process is only applicable to Tennessee Department of Environment and Conservation (TDEC) employees who receive tips.

• Responsibility for the majority of the tip transactions will be held at the field and central levels of payroll as opposed to the agency level.

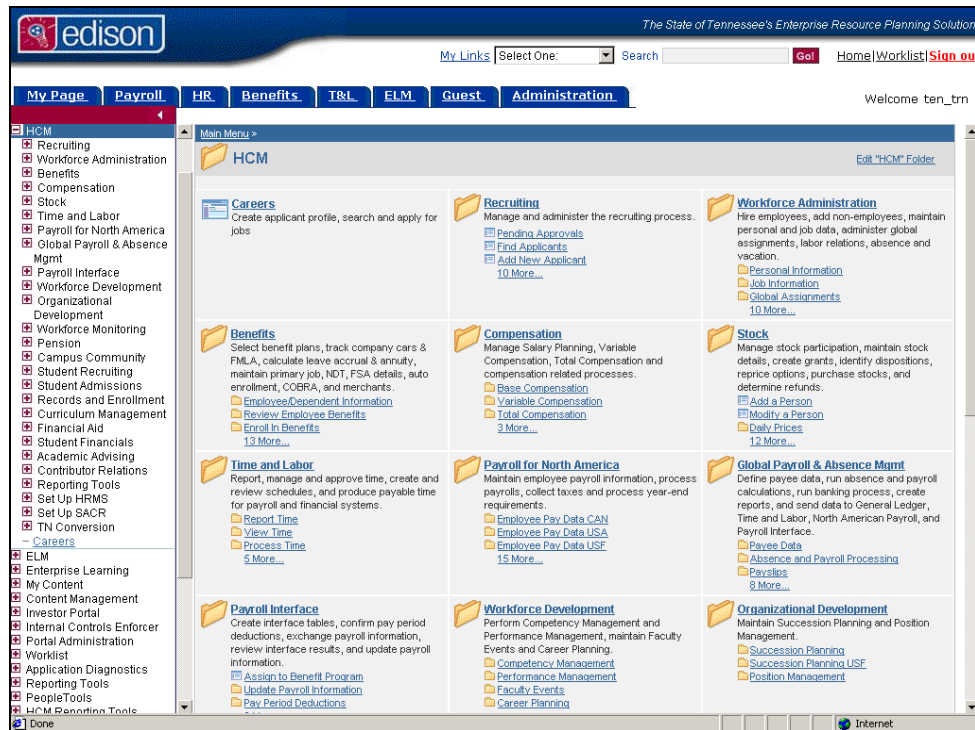• Gross Receipts must be entered before the cutoff date established by Central Payroll.

Procedure
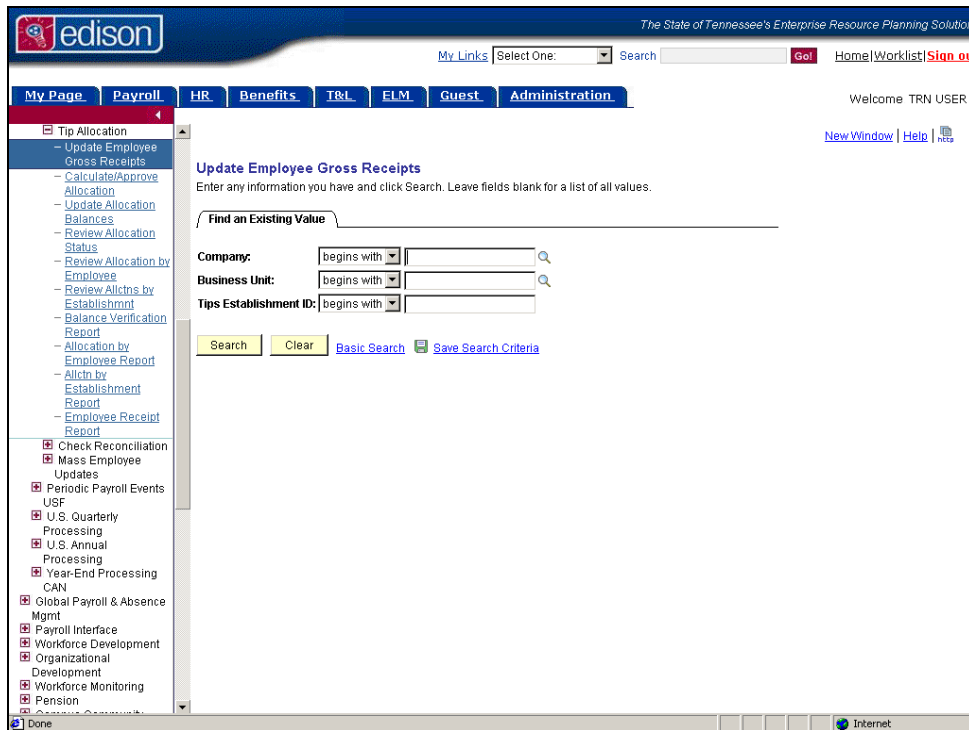
Tip information must be entered into Edison for the pay period 06/01/2007.

An employee reports a total of $50.00 in tips for that period.

Step	Action
1.	Click the **Payroll** link. Payroll
2.	Click the **HCM** link. ⊞ HCM

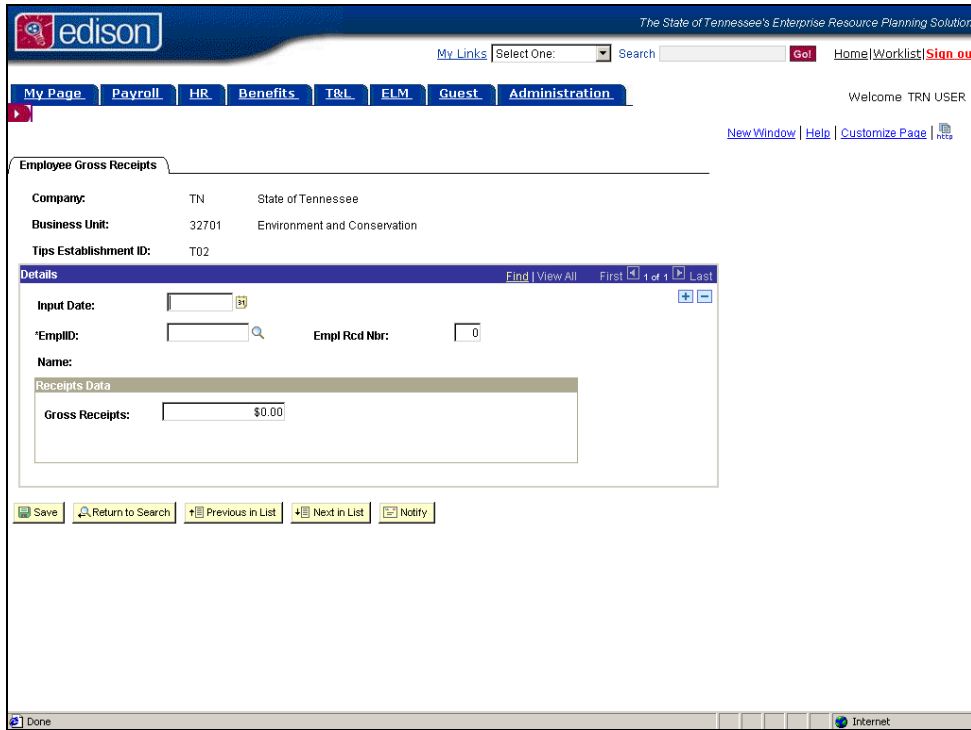| Step	Action
3.	Click the **Payroll for North America** link. Payroll for North America
4.	Click the **Periodic Payroll Events USA** link. Periodic Payroll Events USA
5.	Click the **Tip Allocation** link. Tip Allocation
6.	Click the **Update Employee Gross Receipts** link. Update Employee Gross Receipts

Step	Action
7.	Click the **Collapse** button.
8.	Click the **Look up Company** button.
9.	Click "**TN State of Tennessee**". TN State of Tennessee
10.	Click the **Search** button. Search

Step	Action
11.	The **Tips Establishment ID** identifies the state park where the tip activity is being reported. **Tip Establishment IDs:** **T01**- Cumberland Mountain State Park **T02**- Fall Creek Falls State Park **T03**- David Crockett State Park **T04**- Henry Horton State Park **T05**- Montgomery State Bell State Park **T06**- Natchez Trace State Park- Pin Oak Lodge **T07-** Paris Landing State Park Inn **T08**- Pickwick Landing State Park Inn **T09**- Bear Trace- Harrison Bay **T10**- Bear Trace- Tims Ford **T11**- Bear Trace- Chickasaw **T12**- Bear Trace- Cumberland Mountain Jeff Nelson worked at the state park that utilizes Tips Establishment ID, **T02**.
12.	Click "**T02**" entry in the **Tips Establishment ID** column. T02
13.	The **Employee Gross Receipts** page enables you to specify the gross receipts to which an employee's tips apply in each tip establishment.
14.	The **Input Date** is the date the tips were actually earned. Do not confuse this with the date you enter the tips into the system. **Consider this**: It is Friday afternoon and you would like to enter the tips the employees earned for the week. The **Input Date** would not be Friday; instead, the **Input Date** would be the date the tips were earned, for example, Monday or Tuesday.

Step	Action
15.	Enter "**06/01/2007**" into the **Input Date** field.
16.	Click the **Look up EmplID** button.

Step	Action
17.	Click "**00100004**" in the **EmplID** column. 00100004

Step	Action
18.	Click in the **Gross Receipts** field. $0.00
19.	Enter "**50.00**" into the **Gross Receipts** field.
20.	Click the **Save** button. Save
21.	You have successfully **Entered Employee Gross Receipts.** **End of Procedure.**

Enter Cash and Credit Card Tips

Edison provides the functionality to enter the tips employees receive. The tips can be distinguished as either cash tips or credit card tips.
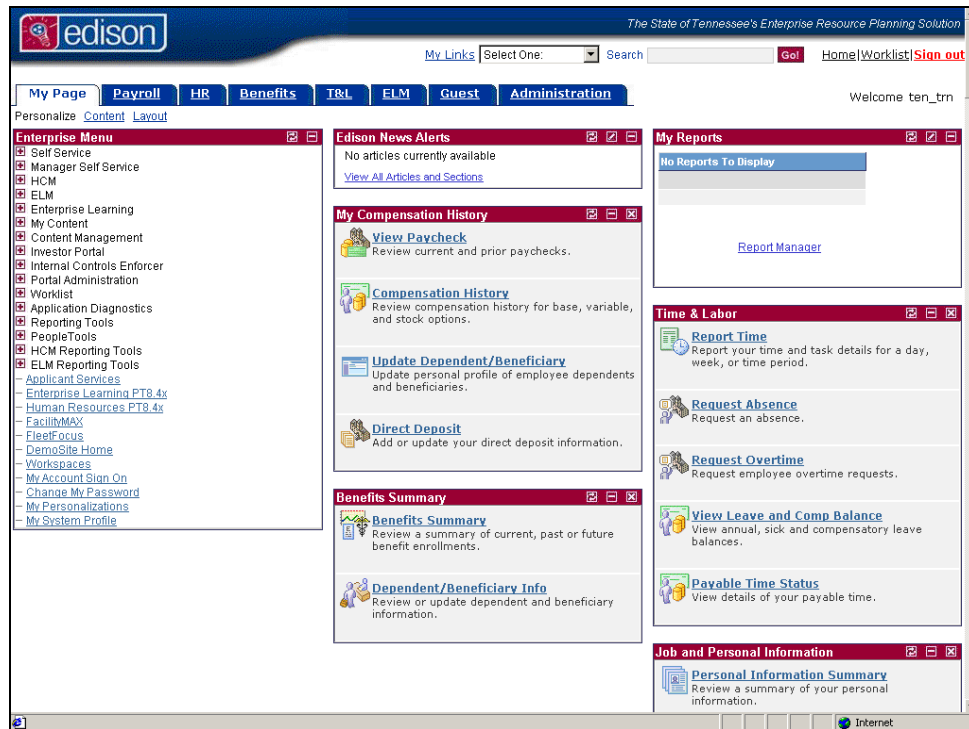
Key Notes:

• The tip allocation process is only applicable to Tennessee Department of Environment and Conservation (TDEC) employees who receive tips

• Responsibility for the majority of the tip transactions will be held at the field and central levels of payroll as opposed to the agency level
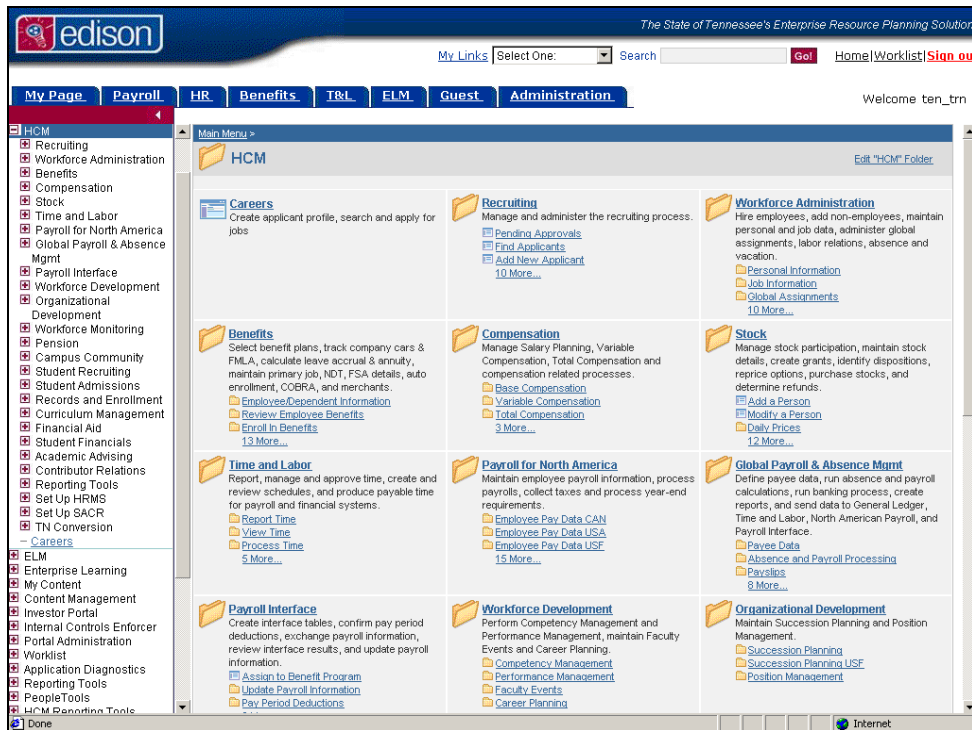
• Cash and Credit Card Tips must be entered before the cutoff date established by Central Payroll.
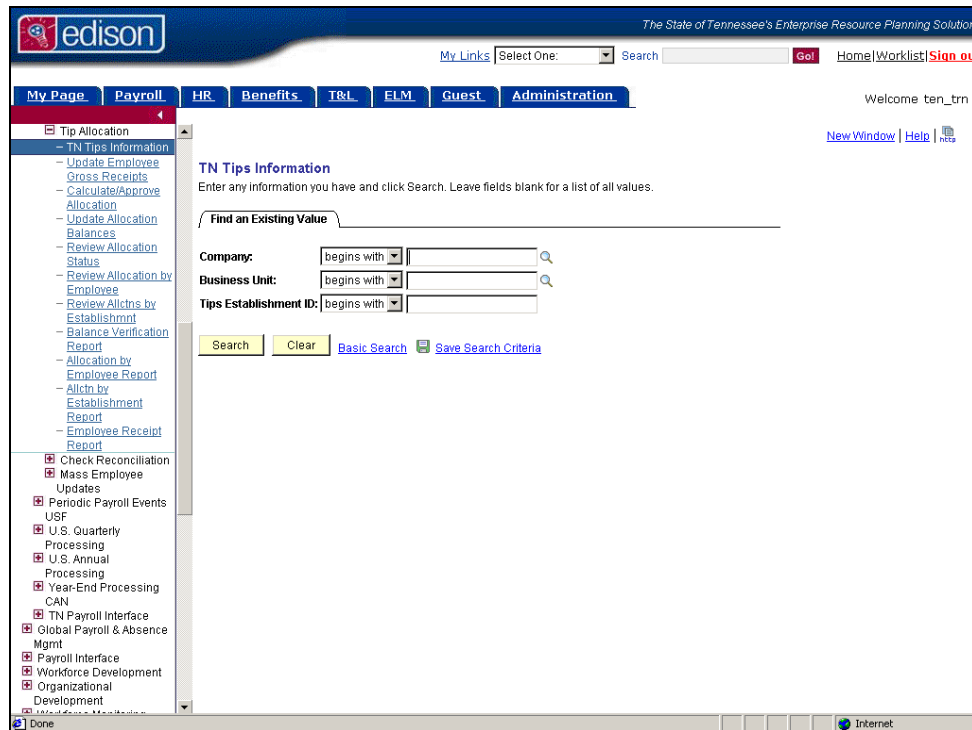
Procedure

Jim Thomas received $17.00 in tips on 06/01/2007. The tips consisted of $5.00 in cash and $12.00 credit card tips.

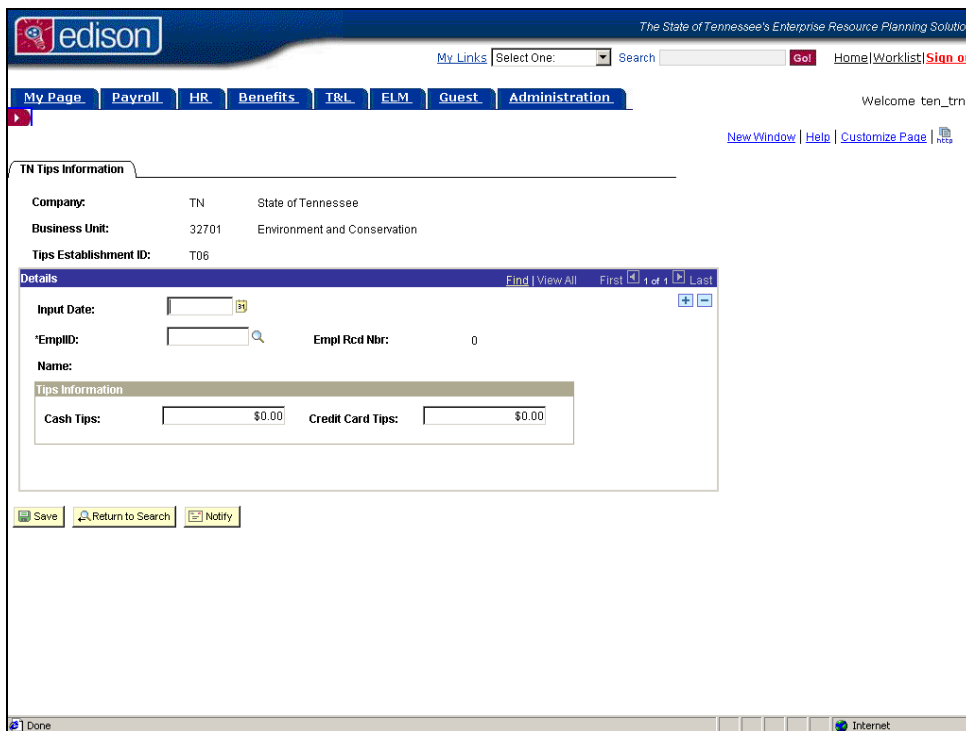| Step	Action
1.	Click the **Payroll** link. Payroll
2.	Click the **HCM** link. HCM

Step	Action
3.	Click the **Payroll for North America** link. Payroll for North America
4.	Click the **Periodic Payroll Events USA** link. Periodic Payroll Events USA
5.	Click the **Tip Allocation** link. Tip Allocation
6.	Click the **TN Tips Information** link. TN Tips Information

Step	Action
7.	Click the **Collapse** button. ◄
8.	The **Tips Establishment ID** identifies the state park where the tip activity is being reported. **Tip Establishment IDs:** **T01**- Cumberland Mountain State Park **T02**- Fall Creek Falls State Park **T03**- David Crockett State Park **T04**- Henry Horton State Park **T05**- Montgomery State Bell State Park **T06**- Natchez Trace State Park- Pin Oak Lodge **T07-** Paris Landing State Park Inn **T08**- Pickwick Landing State Park Inn **T09**- Bear Trace- Harrison Bay **T10**- Bear Trace- Tims Ford **T11**- Bear Trace- Chickasaw **T12**- Bear Trace- Cumberland Mountain Click in the **Tips Establishment ID** field.
9.	Enter "**T06**" into the **Tips Establishment ID** field.

Step	Action
10.	Click the **Search** button. Search
11.	The **TN Tips Information** page accounts for all tips an employee receives in a day.
12.	The **Input Date** is the date the tips were actually earned. Do not confuse this with the date you enter the tips into the system. **Consider this**: It is Friday afternoon and you would like to enter the tips the employees earned for the week. The **Input Date** would not be Friday; instead, the **Input Date** would be the date the tips were earned, for example, Monday or Tuesday.

Step	Action
13.	Enter "**06/01/2007**" into the **Input Date** field.
14.	Click the **Look up EmplID** button.

Step	Action
15.	Click "**00000001**" in the **EmplID** column.
	00000001

Step	Action
16.	Click in the **Cash Tips** field. $0.00
17.	Enter "**5.00**" into the **Cash Tips** field.
18.	Click in the **Credit Card Tips** field. $0.00
19.	Enter "**12.00**" into the **Credit Card Tips** field.
20.	Click the **Save** button. Save
21.	You have successfully enter **Tips** for an employee. **End of Procedure.**

Viewing Tip Allocations By Establishment

Edison provides functionality to view tip allocation data by establishment.
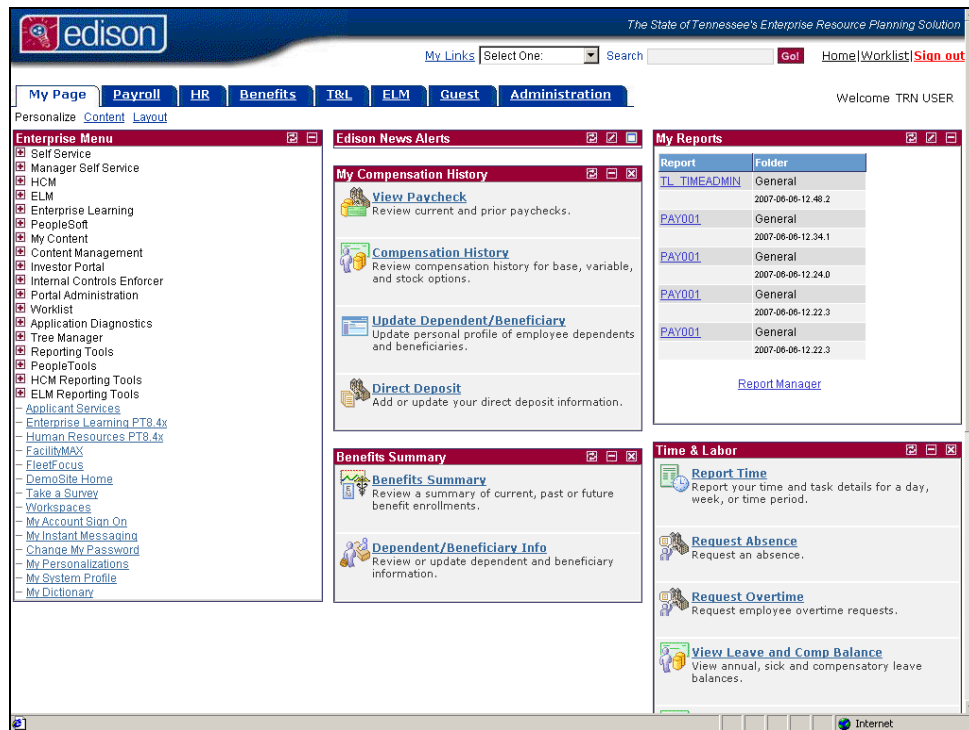
Key Notes:

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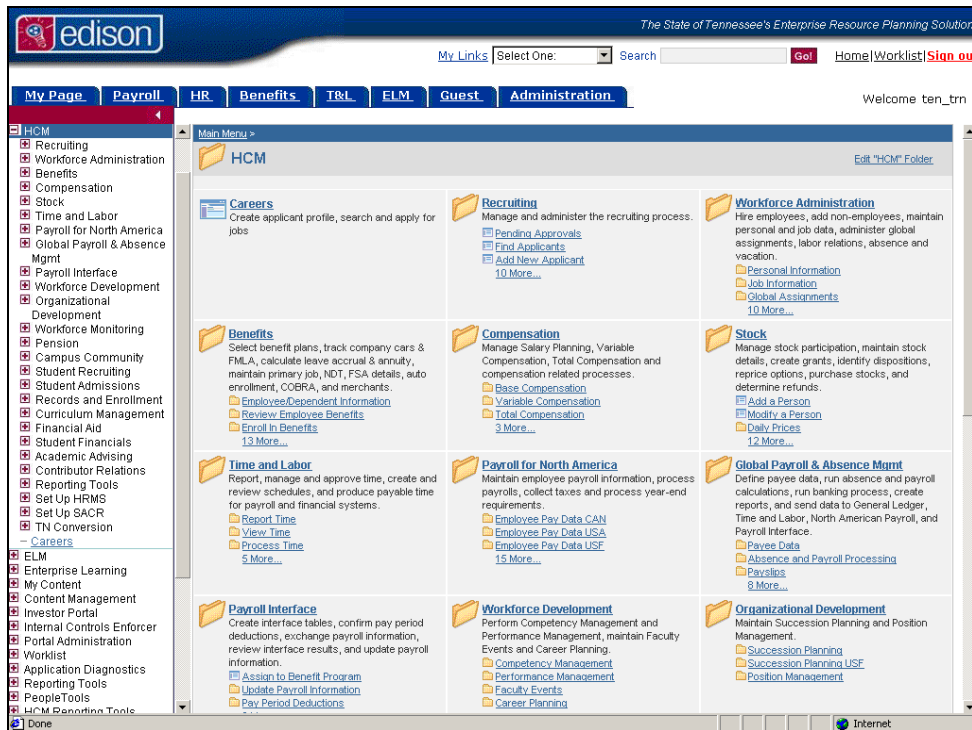
• Responsibility for the majority of the tip transactions will be held at the field and central levels of payroll as opposed to the agency level
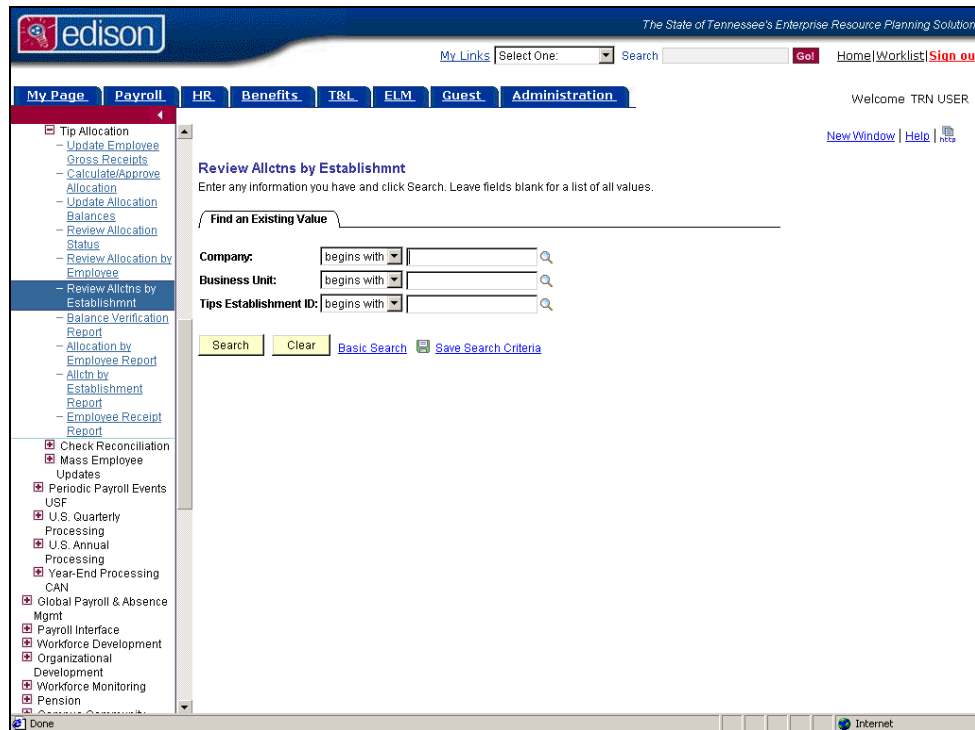
Procedure

You will view the Year-to- Date (YTD) Tip Allocations for Establishment T05.

Step	Action
1.	Click the **Payroll** link. **Payroll**
2.	Click the **HCM** link. ⊞ HCM

Step	Action
3.	Click the **Payroll for North America** link. Payroll for North America
4.	Click the **Periodic Payroll Events USA** link. Periodic Payroll Events USA
5.	Click the **Tip Allocation** link. Tip Allocation
6.	Click the **Review Allctns by Establishmnt** link. Review Allctns by Establishmnt

Step	Action
7.	Click the **Collapse** button.
8.	Click the **Look up Company** button.
9.	Click "**TN State of Tennessee**".

Step	Action
10.	The **Tips Establishment ID** identifies the state park where the tip activity is being reported. **Tip Establishment IDs:** **T01**- Cumberland Mountain State Park **T02**- Fall Creek Falls State Park **T03**- David Crockett State Park **T04**- Henry Horton State Park **T05**- Montgomery State Bell State Park **T06**- Natchez Trace State Park- Pin Oak Lodge **T07-** Paris Landing State Park Inn **T08**- Pickwick Landing State Park Inn **T09**- Bear Trace- Harrison Bay **T10**- Bear Trace- Tims Ford **T11**- Bear Trace- Chickasaw **T12**- Bear Trace- Cumberland Mountain Click in the **Tips Establishment ID** field.
11.	Enter "**T05**" in the **Tips Establishment ID** field.
12.	Click the **Search** button. Search
13.	The **Establishment Allocations** page enables you to view tip allocation data, by employee, for an establishment.
14.	You have successfully **Viewed Tip Allocations by Establishment.** **End of Procedure.**